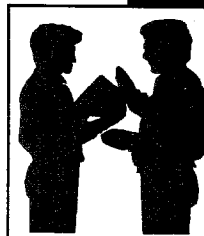
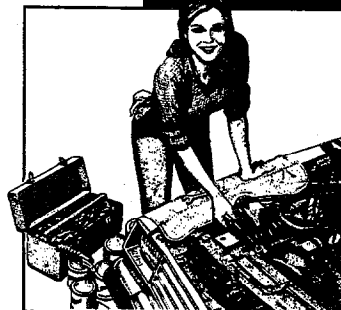
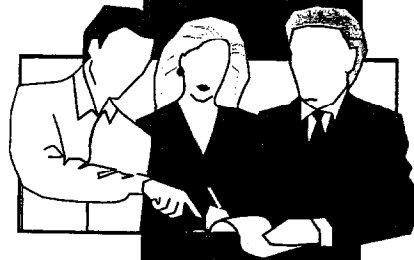




**Fort
Knox**

MERIT

**Promotion
and
Placement
Plan**



Fort Knox Regulation 690-5

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
26 February 1999

Fort Knox Regulation 690-5

Change 1

Civilian Personnel

FORT KNOX MERIT PROMOTION AND PLACEMENT PLAN

Summary. This change incorporates modifications to the regulation as specified below.

Applicability. Provisions of this regulation apply to all U.S. Army Armor Center (USAARMC) and Fort Knox directorates and activities, and other organizations (Partners in Excellence) whose civilian personnel are serviced by the Fort Knox Civilian Personnel Advisory Center (CPAC).

Suggested Improvements. The proponent of this regulation is the Fort Knox CPAC. Users are invited to send suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-CP, Fort Knox, Kentucky 40121-5000.

1. Fort Knox Regulation 690-5, 28 October 1996 is changed as follows:

REMOVE

Pages 2-1 thru 2-4

Eliminates criteria in previous paragraphs 2-3d(3) (a), (b) and (c) for noncompetitive promotion of employees by the addition of duties and responsibilities. A reminder has been added to the revised paragraph 2-3f of the obligation to comply with merit system principles and avoid prohibited personnel practices when assigning additional duties and responsibilities to a position.

Pages 3-1 and 3-2

INSERT

Pages 2-1 thru 2-4

Pages 3-1 and 3-2

Changes paragraph 3-3a to define the minimum area of consideration as "the minimum area of consideration for serviced activities at Fort Knox is all Department of Defense (DOD) permanent employees installation-wide serviced by the Fort Knox CPAC." Previously the minimum area of consideration included permanent employees working for non-DOD agencies located at Fort Knox, Kentucky.

REMOVE

Pages 3-3 and 3-4

INSERT

Pages 3-3 and 3-4

C1, Fort Knox Reg 690-5 (26 Feb 99)

Deletes old paragraph 3-3d that specified the minimum area of consideration for competitive temporary promotion to positions covered by the DA career program referral system. Filling these type positions by competitive temporary promotion will be accomplished under procedures specified in this regulation. Remaining paragraphs are renumbered.

Changes new paragraph 3-3f to state that applications will be received from DOD employees in activities located on Fort Knox but not serviced by the Fort Knox CPAC (e.g., DFAS, DECA, etc.). The minimum area of consideration will no longer include non-DOD employees located at Fort Knox, Kentucky.

Changes new paragraph 3-3g to add that eligible veterans can apply into merit promotion announcements whenever the area of consideration includes reinstatement eligibles. As a result of the Veterans Employment Opportunities Act of 1998, eligible veterans will be allowed to apply into merit promotion announcements when the minimum area of consideration for filling a vacant position includes non-DOD applicants.

Pages C-5 and C-6

Pages C-5 and C-6

Modifies the form on page C-6 to require the selecting officials to list the job-related criteria used to evaluate candidates for the position.

2. Post these changes per DA Pam 25-40.
3. File this change in front of publication.

FOR THE COMMANDER:



OFFICIAL:
FRANK J. GEHRKI, III
COL, GS
Chief of Staff

ROBERT L. BROOKS
Director, Information Management

DISTRIBUTION:

1 each military and civilian supervisor of Civilian Employees
1 each civilian employee
100 – ATZK-CP

**Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
28 October 1996**

***Fort Knox Reg 690-5**

Civilian Personnel

FORT KNOX MERIT PROMOTION AND PLACEMENT PLAN

Summary. This regulation publishes the Merit Promotion and Placement (MPP) Plan and prescribes policies, responsibilities, procedures, and requirements for administering that plan.

Applicability. This regulation applies to all U.S. Army Armor Center (USAARMC) and Fort Knox directorates and activities, and other organizations (Partners in Excellence), whose civilian personnel are serviced by the Fort Knox Civilian Personnel Advisory Center (CPAC).

Suggested improvements. The proponent for this regulation is the Fort Knox CPAC. Users are invited to send suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-HRC, Fort Knox, Kentucky 40121-5000.

Effective date. This regulation is effective for planning upon receipt. Effective date of implementation for substantive changes is 1 January 1997.

NOTE: The terms Civilian Personnel Operations Center (CPOC) and Civilian Personnel Advisory Center (CPAC) refer to the organization structure under the Regionalization of Civilian Personnel Offices. Until the effective date of the Regional CPO system, the Fort Knox Civilian Personnel Office will perform the functions of both the CPOC and CPAC.

*** This regulation supersedes USAARMC Reg 690-5, 1 January 1987.**

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Chapter 1

General

1-1. Purpose. To prescribe policies and procedures through which employees will be selected for merit promotion and placed in positions with known promotion potential.

1-2. References. a. Title 5 United States Code (5 USC).

b. Title 5 Code of Federal Regulations, Parts 335 and 550 (5 CFR 335 and 5 CFR 550).

c. AR 690-300, 15 October 1979, Employment (Civilian Personnel), Chapters 335 and 335-1.

d. AR 690-950, 31 July 1987, Career Management.

e. Office of Personnel Management Qualification Standards Handbook for General Schedule Positions.

f. Office of Personnel Management Job Qualification System for Trades and Labor Occupations Handbook, X-118C.

1-3. Coverage. These procedures apply to all permanent and term employees serviced by the Fort Knox CPAC, without regard to race, religion, color, lawful political or other affiliations, marital status, sex, age, national origin, or disability which would not prevent performance of duties. Coverage includes employees hired under special excepted service appointments (e.g., Veterans Readjustment Authority (VRA), disabled persons, and Civilian Intelligence Personnel Management System (CIPMS)) within the restraints set by the special appointing authority. This regulation does not apply to positions in the Senior Executive Service (or equivalent grades), positions in the Department of Defense (DOD) career programs filled through DOD-wide skills files, or other groups of jobs for which DA or a Major Army Command (MACOM) has established plans for their centralized management.

1-4. Objectives. The objectives of the MPP program are to:

a. Ensure competitive service positions are filled by available, well-qualified individuals based upon the person's ability to perform the work required by the position.

b. Ensure promotions afford employees opportunity to compete for positions and are not based on personal favoritism.

c. Ensure there are no prohibited personnel practices as defined in 5 USC 2302.

d. Ensure promotion or placement actions are consistent with special civilian personnel program requirements or Affirmative Employment Plan (AEP) objectives to the extent legally permissible; placement of employees completing training programs, such as graduating DA career interns; and placement of family member employees relocating to accompany their civilian or military sponsors.

e. Ensure management's right to make selections for vacancies from any source subject to paragraph 1-5.

1-5. Selection Policy. Although applicants from all sources may be considered, approval by the activity commander (Commanding General (CG), U.S. Army Recruiting Command (USAREC); CG, USAARMC; Commander, U.S. Army Medical Department Activities (MEDDAC); etc.) or their designees, is required for selection of outside hire (e.g. VRA, reinstatement, conversion of temporary or term employee to permanent) over any qualified-referable permanent applicant.

1-6. Consideration Policies. a. Permanent intermittent employees may apply for permanent, term, and temporary vacancies, but are referred after full-time (FT) and part-time (PT) permanent employees, and before term employees.

b. Term employees may apply for other time limited vacancies, but are referred after all permanent employees.

c. The order of consideration outlined in paragraph 1-6a above does not apply to consideration of intermittent and part-time employees for full-time schedule positions at their current series and grade, or voluntary change to lower grade in any series.

d. For the tenure and work schedule hierarchy, all employees will be considered on the basis of their regular position assignment as indicated in their official personnel record, not any detail or temporary assignment.

1-7. Responsibilities. a. The CPOC and CPAC are jointly responsible for:

(1) Ensuring that all positions filled through the MPP program are filled per the procedures of this regulation.

(2) Evaluating the MPP program's effectiveness in meeting the needs of management, the employees, and the employees' exclusive representative.

(3) Conducting work force analysis, in conjunction with managers and supervisors, to develop realistic projections of future employment requirements.

(4) Considering various labor sources in identifying applicant pools and advising supervisors on establishing areas of consideration which will maximize identification of the high quality candidates available and promote AEP objectives.

(5) Coordinating with managers and supervisors in determining sources of applicants.

(6) Appointing representatives to serve as raters, as required, providing technical advice during panel evaluations, and assuring that final evaluations are objective and technically accurate.

(7) Providing advice and assistance to managers, supervisors, and employees in the performance of their responsibilities under this regulation.

(8) Maintaining a record of employees demoted without personal cause who are entitled to special consideration for repromotion.

(9) Maintaining records of promotions/placements per the requirements of the Office of Personnel Management (OPM), higher headquarters, this regulation, and any negotiated agreements, when applicable.

(10) Providing or arranging for career counseling to employees in areas other than those in which their supervisors have expertise.

(11) Advising all employees of the provisions of the MPP program and any changes.

(12) Upon request, providing information to candidates as to why they were not referred.

(13) Advising applicants of the status of their application(s), to include rating, referral, selection or nonselection.

(14) Initiating notification to selected candidates.

b. Managers and supervisors are responsible for:

(1) Anticipating personnel needs as far in advance as practical and initiating Requests for Personnel Action (SF-52) in sufficient time to allow for effective recruitment.

(2) Participating in the development of merit placement planning, job analysis, advance planning for timely staffing, work force analysis, and ranking panels.

(3) In coordination with the CPAC, determining which applicant sources or recruitment methods will be used to procure high quality candidates and meet other employment objectives.

(4) Identifying and making personnel available to rate/rank candidates for vacancies and to participate in job analysis sessions.

(5) Fully observing the principles and procedures established in this regulation, informing employees of the principles and operation of the MPP program, and maintaining a copy of this regulation for reference by any interested employee.

(6) Ensuring that vacancy announcements are made known to all employees within their area of jurisdiction per applicable negotiated agreements.

(7) Furnishing advice and assistance to employees who seek developmental assignments. Upon request, advising employees in what areas, if any, improvement is needed to increase chances for future promotion.

(8) Completing supervisory portion of the employee's application in a timely manner, if required.

(9) Submitting application forms provided by employees for specific positions that are announced when the employee is on TDY or an approved absence. (See also paragraph 1-7e(4)).

(10) Considering all candidates referred and making selections based solely on merit factors.

(11) Ensuring interviews are valid.

(12) Promptly releasing employees selected for promotion and/or other placement, as provided for in paragraph 4-3b.

(13) Ensuring job descriptions accurately reflect the duties actually required of the position.

c. Equal Employment Opportunity Officer (EEOO) is responsible for ensuring the selecting official is aware of AEP objectives in the referral and selection process.

d. All employees are responsible for:

(1) Becoming familiar with the provisions of this regulation.

(2) Participating, when called upon, in job analysis sessions and in rating/ ranking panels.

(3) Ensuring the experience, education, and training contained in their Official Personnel Folder (OPF) and other appropriate records are accurate.

(4) Ensuring their job description matches the duties actually assigned and discussing any discrepancies with the supervisor.

e. Employees interested in promotion/reassignment are responsible for:

(1) Reviewing vacancy announcements, applying for those positions in which interested, and ensuring their application forms are submitted within required time frames.

(2) Ensuring their application forms are complete and contain accurate information. Submitting any supplemental qualification information within specified time frames.

(3) Submitting applications for repromotion eligibility consideration for the target grade or intervening grades.

(4) Providing their supervisor with applications for specific positions (identifying title, series, and grade) for which they desire consideration when the employee is on TDY or an approved absence. If a required Supplemental Qualifications Statement (SQS), Fort Knox (FK) Form 5023-E, is not included with the application, the employee has 3 work days to submit a written SQS to the CPAC upon return from the TDY or approved absence. (See also paragraph 1-7b(9)).

Chapter 2

Noncompetitive Procedures

2-1. Coverage. The following actions may be accomplished as exceptions to the competitive procedures established in chapter 3 of this regulation.

2-2. Consideration of Multiple Sources. Persons eligible for noncompetitive actions/placements may be considered before, concurrent with, or subsequent to competitive referrals.

2-3. Noncompetitive Actions. a. Temporary promotions of 120 days or less, unless management elects to utilize competitive procedures. Such temporary promotions will be made for legitimate reasons only and will not be made for the purpose of improving promotion potential of an employee.

b. Permanent promotion of an employee competitively selected for temporary promotion provided the initial announcement stated a permanent promotion could result and the area of consideration was no smaller than the minimum area of consideration.

c. Promotion resulting from priority consideration granted because of failure in the past to receive proper promotion consideration. Such promotion will be in accordance with applicable laws, rules, regulations, and any negotiated agreements. (See appendix A for order of referral).

d. Promotion of an employee who was initially appointed or competitively selected for an assignment intended to prepare the individual for progression to the target grade level of the position being filled. Promotion is only appropriate when the employee has demonstrated the ability to perform the duties of the next higher grade to the satisfaction of the supervisor and the employee meets all legal, regulatory and qualification requirements of the next higher grade.

e. Upgrade of an employee's position without significant change in duties or responsibilities because of the issuance of a new or revised classification standard or correction of an earlier classification error and the employee meets all legal, regulatory and qualification requirements of the higher graded position.

f. Promotion of an employee because of additional duties and responsibilities and the employee meets all legal, regulatory and qualifications requirements of the higher graded position. The addition of duties and responsibilities must not violate merit system principles or result in the commission of a prohibited personnel action (see pages i, ii, and iii of USAARMC Pamphlet 690-4).

g. Repromotion.

(1) Mandatory Repromotion Consideration. Priority consideration for repromotion will be extended to employees who were previously changed to lower grade within DOD without personal cause and who are receiving grade, pay, or salary retention benefits. The CPOC will maintain a record of employees demoted without personal cause who are entitled to priority consideration for repromotion. Note: The CPOC-initiated record will, at a minimum, be for the specific series and grade from which demoted; eligible employees, who wish to be considered for repromotion to other series and grades, must submit FK Form 5020-E.

(a) Priority consideration extends to positions in which the employee is interested and qualified, at or below the grade from which demoted. This consideration does not extend to positions which offer known promotion potential to a grade above that from which demoted.

(b) Priority consideration will cease when the employee is no longer entitled to grade, pay, and/or salary retention. Declination of a valid offer at an intervening grade will terminate an employee's entitlement to priority consideration at that grade and lower grades, but the employee will continue to receive priority consideration for higher grades up to and including that from which downgraded. Declination of a valid offer at an intervening grade does not effect retained grade, pay, or salary benefits. Declination of a valid offer at the target grade (i.e. that from which demoted) will result in termination of retained grade, pay, or salary benefits.

(c) Priority consideration for repromotion will not be granted to employees, regardless of their entitlement to retention benefits if they are demoted to correct a procedural, regulatory, or program violation, or if a demotion is accepted to enter a training program and then the training is not completed.

(d) The selecting official is not required to select any employee referred under this provision, but is required to give consideration before competitive/noncompetitive referral lists will be issued.

(2) Voluntary Repromotion Consideration. Employees who have previously held a higher grade on a permanent basis under career or career-conditional appointment are eligible for voluntary repromotion consideration, even though the target grade may not have been reached, provided they were not separated or demoted from that position for performance or conduct reasons. Such employees will submit request for repromotion on FK Form 5020-E in accordance with paragraph 3-4 of this regulation. The selecting official is not required to consider or select any employee under this provision. Consideration, when given, must be subsequent to any priority consideration entitlement, but may precede or be made concurrent with other referrals.

(3) Interchange Agreements. Employees serving under a career or career-conditional appointment based on an interchange agreement for movement between the competitive service and another merit system (i.e. NAF, CIPMS) are also eligible for noncompetitive repromotion consideration even though the target grade may not have been reached, provided they were not separated or demoted from that position for performance or conduct reasons. Consideration may be to a position at the full performance level or to one having promotion potential up to that of a position previously held on a permanent basis in the other merit system. Such employees will submit request for promotion on FK Form 5020-E in accordance with paragraph 3-4 of this regulation. The selecting official is not required to consider or select any employee under this provision. Consideration, when given, must be subsequent to any priority consideration entitlement, but may precede or be made concurrent with other referrals.

h. Details. All details (except those for more than 120 days to positions with known higher promotion potential), unless management elects to utilize competitive procedures. Such details will be made for legitimate reasons only and will not be made for the purpose of improving promotion potential of an employee.

(1) Details to unclassified positions (i.e. an official position description does not exist) will not exceed 240 days. Prior to expiration of the first 120 days, CPOC will review the duties to ensure that the duties are not classifiable at a higher grade level than the position to which the employee is permanently assigned. If the duties being performed are not at a higher grade level, the detail may be extended for an additional 120 days.

(2) Details to classified positions that are not a higher grade may be made in 120-day increments for up to 1 year. In special circumstances (e.g. during downsizing when the official position has been abolished and placement efforts are continuing) the activity commander may approve extensions beyond 1 year in 120-day increments for up to 2 years.

(3) Details to classified positions at a higher grade must be documented by SF-52 regardless of the duration of the detail. If this detail is extended beyond 30 days and

(a) The employee meets requirements for temporary promotion, the extension will be processed as a temporary promotion* or,

(b) The employee does not meet the requirements for promotion by the end of the 30-day period, the employee will be temporary promoted* once the requirements are met, if still detailed to that position.

* Limitations in paragraph 2-3a apply unless the employee is eligible under other noncompetitive authority.

i. Position change due to or to avoid Reduction In Force (RIF) procedures, transfer of function, or other similar adverse actions.

j. Management directed or initiated reassignments to avoid adverse impact, RIF, or because of reorganization. Such reassignments will be discussed in advance with the employee and documented accordingly. Whenever the employees do not voluntarily consent to the reassignment, the employees will be given an advance notice setting forth the reasons for the proposed reassignment, the reasons why they were selected, and an opportunity to reply. Employee's reasons for not voluntarily accepting the reassignment will be given full consideration before a decision is rendered.

k. Management may place noncompetitive eligibles as appropriate vacancies occur. Selecting officials must coordinate through the CPAC to determine when such actions are authorized exceptions to any priority placement/special consideration entitlements.

l. Employees eligible for noncompetitive reassignment or voluntary change to lower grade may apply under competitive procedures in accordance with paragraph 3-4 of this regulation. Such employees will submit request for reassignment or voluntary change to lower grade on FK Form 5020-E.

2-4. Noncompetitive placements. Consideration, selection and/or conversion of the following may also be made noncompetitively.

a. Disabled Veteran appointments with 30 percent or more disability.

b. Student Employment Program appointments.

c. VRA appointments.

d. Severely handicapped and mentally retarded appointments.

e. Former overseas employee appointments.

f. Schedule A and B excepted appointments.

g. Placement in a position with no more promotion potential than one the employee previously held on a permanent basis under career or career-conditional appointment, even though the target grade may not have been reached, provided they were not separated or demoted from that position for performance or conduct reasons. This includes such actions as transfers, reinstatements, reassignments, change to lower grade, details and placement of employees whose appointment was based on an interchange agreement for movement between the competitive service and another merit system (i.e. CIPMS, NAF).

h. Any other noncompetitive actions authorized by law or regulation.

Chapter 3

Competitive Procedures

3-1. Coverage. Competitive procedures in this regulation apply to filling competitive service positions by promotion or detail, unless otherwise excluded in chapter 2. Competitive procedures also apply to:

a. Permanent promotions, unless previously filled by competitive temporary promotion where potential for permanent promotion was made known to all applicants and the area of consideration was no smaller than the minimum area of consideration. (See also paragraph 2-3b.)

b. Selection for training primarily intended to prepare an employee for advancement and required for promotion.

c. Selection for a position with known promotion potential higher than a grade or promotion potential of a position previously held on a permanent basis in the competitive service.

d. Transfer, reassignment or change to lower grade with known promotion potential higher than a grade or promotion potential of a position previously held on a permanent basis in the competitive service.

3-2. Methods. a. Using competitive procedures, there are two basic recruitment and referral methods. The first, called "limited" recruitment, allows the selecting official to consider applicants within the organization without using installation-wide announcement and application procedures. This method is appropriate when the internal work force is the logical source of applicants for the vacancy and will result in an adequate number of high quality applicants. (Adequate is generally defined as no less than 3 and no more than 30.) The second method, called "expanded" recruitment requires announcement installation-wide and applications from interested applicants. Under "expanded" recruitment, selecting officials can also elect to broaden the area of consideration beyond the installation to include such sources as reinstatement eligibles, DOD or DA employees at other installations, or other sources as described in paragraph 3-3 below.

b. When recruiting for a position, selecting officials must use judgement in determining which method is most appropriate for each particular vacancy.

(1) The "limited" method is quicker and does not build false expectations for employees outside of the organization when the logical source of applicants is internal. The "limited" method cannot be used when the internal pool will produce less than 3 applicants, nor can it be used when the internal pool will produce more than 30 applicants. The selecting official must complete an up-front analysis of potential applicants within the work force to determine if the "limited" method is appropriate, and if so, which areas within the organization should be included (e.g., employees within the immediate section, within the entire branch, etc.), per paragraph 3-3b(3), below.

(2) The "expanded" method requires more time, but provides the selecting official with a wider range of potential applicants.

3-3. Area of Consideration. Selecting officials have multiple options when determining the area of consideration (i.e., the location, source, or type of applicant pool) they will establish when filling vacancies. Areas of consideration must be sufficiently broad to ensure the availability of high quality applicants, taking into account the nature and level of the position being filled.

a. Except as provided in paragraphs b through g below, the minimum area of consideration for serviced activities at Fort Knox is all Department of Defense permanent employees installation-wide serviced by the Fort Knox CPAC. Minimum areas of consideration for off-post activities will be the off-post activity within a single commuting area.

b. When using the "limited" recruitment method, selecting officials have the option of limiting the area of consideration to their own organizational entity. This is defined as the office, section, branch, division, or comparable recognized organizational element where the vacancy is located.

(1) The minimum area of consideration under "limited" procedures, is the lowest level organizational entity from which at least 3 high quality applicants can be found. NOTE: Off-post activities do not have to meet the "minimum of 3" criteria.

(2) The selecting official may expand the minimum area to any level (branch, division, etc.) within the organization, to find more high quality applicants.

(3) Whenever the minimum area is expanded to other entities within the organization, only whole levels of the organization will be included. For example, when the vacancy exists in a section and the area of consideration is expanded to the branch level, all sections within the branch must be included in the expanded area; likewise if the area is expanded to the division level, all branches of that division must be included — in each case the area of consideration will be defined by the current organizational structure.

(4) The maximum area of consideration that can be used under "limited" procedures is the entire organization. Within the Armor Center, this is defined as directorate, regiment/brigade, or staff office level. Within USAREC, this is defined as the Headquarters, 3d Recruiting Brigade, Recruiting Support Battalion, Information Systems Command - USAREC, or other organizations at comparable levels. Within organizations of other "Partners in Excellence," this is defined as the entire organization (e.g., MEDDAC, DENTAC, 2d ROTC, etc.). Within each of the organizations described above, only employees working at Fort Knox can be considered in the same organization under "limited" procedures; off-post activities would be in separate organizations limited to the commuting area.

(5) For the purposes of "limited" referrals, employees will be allowed to apply on the basis of their regular permanent assignment as reflected in their official personnel record..

c. Applications from current DA employees with competitive status outside the minimum area of consideration will be accepted. Such applicants will compete equally for referral with the local work force under "expanded" procedures outlined in paragraph 3-5b below.

d. Applications from current term employees serviced by the Fort Knox CPAC will be accepted for time-limited vacancies.

e. Applications from current permanent intermittent or part-time employees serviced by the Fort Knox CPAC will be accepted for time limited or permanent vacancies that are intermittent, part-time or full-time.

f. Applications from current permanent DOD employees in activities physically located on Fort Knox but not serviced by the Fort Knox CPAC (e.g., DFAS, DECA, etc.) will be accepted. (See also paragraph 1-5)

g. The area of consideration may be extended to include any or all current or reinstatement eligible Federal employees and eligible veterans based upon occupational concentration, or recruiting experience. In lieu of extending the minimum area of consideration, other administrative action, such as job reengineering, may be taken. NOTE: An eligible veteran is defined as a veteran who has preference eligibility for civil service hiring purposes or a veteran who was honorably discharged from the armed forces after 3 or more years of active service.

3-4. Noncompetitive Applications Under Competitive Procedures. Employees eligible for noncompetitive reassignment, voluntary repromotion, or change to lower grade may apply for appropriate vacancies under competitive procedures.

a. Permanent employees may request permanent noncompetitive reassignment or change to lower grade, in or between intermittent, part-time, and full-time work schedules, by submitting FK Form 5020-E in response to vacancy announcements.

b. Employees may request temporary noncompetitive reassignment by submitting FK Form 5020-E. The employee's supervisor must concur with requests for temporary reassignment and sign the FK Form 5020-E; if the supervisor does not agree with allowing temporary reassignment, the application cannot be made

c. Employees occupying positions identified as hard to fill or shortage requires supervisory approval to apply for reassignment or change to lower grade during the first 180 days in the position. Supervisory approval is not required for employees requesting permanent noncompetitive reassignments or change to lower grade to increase number of hours for part-time employees, to change from part-time to full-time, or to change from intermittent to part-time or full-time.

3-5. Recruitment and Candidate Evaluation. The procedures for announcement, referral, evaluation, and selection vary depending on the competitive recruitment method used by the

selecting official. The "limited" recruitment method uses expedited procedures in cases where the logical source of high quality applicants is within the organizational entity of the vacancy. The "expanded" recruitment method uses more formalized procedures when the appropriate source of high quality applicants is installation-wide or beyond. As discussed in paragraph 3-2, the selecting official has the responsibility of determining which method will provide the best source of applicants and facilitate employment objectives.

a. "Limited" Recruitment Method. This method limits the area of consideration to an entity within a single organization (i.e., section, branch, division, or organization). It can only be used when at least three high quality applicants from any internal source (merit promotion, lateral reassignment, voluntary repromotion, or change to lower grade) are expected to apply for the vacancy. Before using the "limited" recruitment procedures, selecting officials must have submitted an SF-52, Request for Personnel Action, to the CPOC to ensure there are no mandatory/priority applicants that must be considered first (e.g., Stopper List, mandatory repromotion eligibles, etc.). After receiving clearance from the CPOC, the selecting official would proceed with vacancy fill actions as follows:

(1) "Limited" vacancy announcements contain an abbreviated description of the position being filled and at a minimum, must contain the information shown on FK Form 5021-E (example at appendix C). Note that this specific form does not have to be used as long as the posted announcement or electronic mail announcement contains all the same information.

(2) "Limited" vacancy announcements must have a closing date that is no less than 7 calendar days after the specified opening date. Each vacancy will be announced separately, except that multiple identical vacancies in the same organizational unit that are being filled at the same time, may be announced together on a single announcement.

(3) "Limited" vacancy announcements will be posted/distributed in one of two ways: electronically or by posting on organizational bulletin boards. Either method (or a combination of methods) may be chosen as long as all employees in the organization have access to the chosen method(s). Current employees will be notified of the chosen vacancy announcement method (and location of bulletin board(s), if applicable). New employees will also be given this information at the time of appointment or assignment to the organization.

(4) Selecting officials are responsible for preparing and distributing "limited" vacancy announcements.

(5) Employees applying for "limited" vacancy announcements will submit an abbreviated application to the selecting official (or designated representative). FK Form 5020-E (example at appendix C) may be used for this purpose, or a separate sheet of paper or electronic mail message may also be used as long as the application contains the same information shown on the example form at appendix C.

(6) Employees within the defined area of consideration may submit an application for "limited" vacancy announcements if they are eligible for consideration as merit promotion, lateral, change to lower grade, or voluntary repromotion applicants.

(7) After the closing date specified, the selecting official will review submitted applications and tentatively screen them to ensure that applicants meet basic qualification and time-in-grade requirements. Applications will be valid for a period of 120 days after the closing date. In the event the position is not filled within 120 days of the closing date, a new announcement will be issued.

(8) After completing the initial review process, if the selecting official has a minimum of three (but not more than 30) high quality applicants from all available sources, a tentative selection can be made. Selection procedures described in paragraph 4-2 must be followed in making this tentative selection.

(a) When multiple identical vacancies are published as a single announcement, the "minimum of three" criteria applies to each vacancy iteratively. This means there must be at least two more high quality applicants than the total number of identical vacancies.

(b) If less than three high quality applicants are available, the selecting official can either expand the organizational level of consideration (e.g., expand from section to branch, from branch to division, etc.), or request that "expanded" recruitment procedures be used. NOTE: Off-post activities do not have to meet the "minimum of three" criteria.

(9) Assuming that three high quality applicants were available and the selecting official has made a tentative selection, documentation of the "limited" referral/selection process would be forwarded to the CPOC on FK Form 5022-E per the instructions at appendix C.

(10) The CPOC would then verify the qualifications of the selected employee and notify the supervisor when verification was complete.

(11) Tentatively selected employees should not be informed of their selection until qualifications review by the CPOC has been completed.

b. "Expanded" Recruitment Method.

(1) This method allows consideration of employees outside the organization where the vacancy is located. The minimum area of consideration under the "expanded" method is installation-wide and includes all permanent employees serviced by the Fort Knox CPAC. This area can be expanded even further, as described in paragraph 3-2, to include other types of current or former Federal employees.

(2) "Expanded" vacancy announcements represent a formalized, but very streamlined recruitment method that allows for employee self-certification of qualifications and abilities. The announcement contains a description of the duties and qualifications, along with a list of tasks

based on specific job requirements. Crediting plans and narrative submission of Knowledges, Skills, and Abilities (KSAs) are no longer required; employees' evaluation of their ability to perform tasks of the job take the place of candidate ranking against a formal crediting plan.

(3) To initiate a request for "expanded" recruitment, selecting officials will submit an SF-52, Request for Personnel Action, to the CPOC. Upon receipt, the CPOC will verify that no mandatory/priority applicants must be considered before competitive recruitment can begin.

(4) The selecting official, in coordination with CPAC, will then select a list of tasks, based upon the job description/requirements, to be used for candidate evaluation.

(5) The CPOC will prepare the job announcement which will contain the task list furnished by the selecting official and other information as shown on the sample at appendix C.

(6) "Expanded" vacancy announcements must remain open for a minimum of 14 calendar days and applications will be valid for a period of 120 days after the closing date. Each vacancy will be announced separately, except that multiple identical vacancies being filled at the same time may be announced together on a single announcement.

(7) "Expanded" vacancy announcements will be distributed to all organizations serviced by the Fort Knox CPAC, and other organizations physically located on Fort Knox. Organizations will post the announcements on their bulletin boards.

(8) To apply for a vacancy announced through "expanded" recruitment procedures, employees must submit FK Form 5020-E and the Supplemental Qualifications Statement (SQS), FK Form 5023-E, attached to the vacancy announcement (sample at appendix C). The SQS contains two main parts: Part I has questions that determine if basic qualifications have been met; Part II includes a self-ranking of tasks required for the job. To be considered a "high quality" candidate, and eligible for consideration, applicants must meet all requirements of Part I and score an average of 2.50 or higher on the tasks in Part II.

(9) Completed applications will be submitted to the CPAC for consolidation. If 30 or fewer "high quality" applicants have applied, the CPAC will refer the applications to the selecting official for consideration. If more than 30* "high quality" applicants have applied, additional screening must be performed by the CPAC to determine the "best qualified" group. This would be the group of applicants with average score of 3.50 or above. NOTE: In rounding average scores, two decimal places will be used.

(10) The selecting official can make a tentative selection of any candidate in the referred group, but should follow the procedures described in paragraph 4-2 in making this decision.

* The DA standard is 10-or-fewer; Fort Knox has an exception to raise this standard to 30 or fewer.

(11) After a tentative selection has been made, the selecting official will document the reasons therefor and return the referral package to the CPOC. The CPOC will then validate the self-rating of the selected individual against information contained in the Official Personnel File (OPF). Once validation has been completed, the selection will be made official and all applicants notified of the outcome.

Chapter 4

Referral, Selection, and Commitment

4-1. Referral Procedures. a. Referral and consideration under noncompetitive and competitive procedures established in this regulation will be made in the order identified in appendix A, chapter 3, and paragraph 1-6.

b. For each candidate referred, the selecting official will normally be provided the qualifications information related to the position being filled. Selecting officials may review relevant information contained in candidate's OPF at the CPOC or the Employee Record File maintained in the organization (if using "limited" procedures).

4-2. Selection Procedures. a. The selecting official has the right to select or not select any candidate referred.

b. The selecting official may interview as many referred candidates as desired or none at all. Selecting official will document the rationale for interviewing those candidates who were interviewed. Selecting officials will not give performance or job knowledge tests.

c. Selections must be based on one or more legitimate job-related reasons as to why the selectee is expected to perform the job most successfully, including the candidate's potential for the target level if the position has known promotion potential. For promotion actions, selecting officials will state their specific reason(s) for expecting the selectee to perform successfully and record the reasons for their selection on the Referral and Selection Register (DA Form 2600) or FK Form 5022-E (if using "limited" procedures).

d. Any questions concerning affirmative action will be referred to the EEO Office.

e. No indication of selection may be given a candidate by the selecting official since all actions must be reviewed by CPOC before commitment to the selected individual.

4-3. Commitment/Release of Employees. Upon receipt of the finalized referral register, the CPOC will review the selection(s) to ensure regulatory and procedural compliance, to include that the selected individual meets all qualification requirements for the position. The CPOC will notify the selected individual's organizational personnel clerk/point of contact who will in turn notify the individual's supervisor of the selection. The supervisor will notify the individual of the selection. Notification of selection initiated by anyone other than a representative of the CPOC will not be considered a commitment.

a. Selection is "final" once all decisions within management's discretionary authority have been made, CPOC has initiated notification to the candidate selected, and only administrative actions remain to be completed.

b. When selection will result in relocation of the candidate within or between organizations, arrangements for a release date will be made by the CPOC in coordination with the officials concerned. Employees will normally be released to report to their new position no later than the beginning of the first pay period following 10 calendar days after notification of selection by the CPOC. Any proposed deviations from this practice agreed upon by the gaining and losing supervisors will be approved by the CPOC.

4-4. Declination of Position. Those individuals who decline consideration after referral must submit written declination to CPOC.

Chapter 5

Records, Review, and Employee Complaints

5-1. Promotion and Placement Records. Records will be subject to review by higher authority, including OPM. Records documenting all actions will be retained as required by law, rule, regulation, and any negotiated agreement, whichever is longer.

5-2. Reviews. Sufficient documentation, as specified by OPM and DA, will be available within the promotion/placement records to provide a clear audit trail, permit complete reconstruction of any action, provide clear evidence that actions are being effected in consonance with the policy and provisions of this regulation, provide the basis needed for evaluation of the program, and for answering questions that may be raised about the program in general or about specific promotion/placement actions.

5-3. Employee Complaints. Management will be fully responsive to any employee questions or complaints regarding the promotion and placement program or specific promotion or placement actions. Every effort will be made to resolve questions/complaints on an informal basis.

a. Nonselection from a properly developed Referral and Selection Register is not an appropriate basis for a complaint or grievance, unless the nonselection resulted from a violation of law, rule, regulation, or any negotiated agreement.

b. Any complaints/grievances will be filed per the appropriate negotiated agreement or agency grievance procedures.

Chapter 6

Corrective Actions

6-1. Corrective Actions. a. Failure to comply with laws, regulations, and established policies must be rectified promptly. Actions to rectify a violation may involve an employee who was erroneously promoted, an employee or employees who were not promoted or considered because of the violation, or officials who caused or sanctioned the violation. It may also include correction of program deficiencies. The nature and extent of actions to be taken in any case have to be determined on the basis of all the facts in the case, with due regard to the circumstances surrounding the violation, to the equitable and legal rights of the parties concerned, and the interests of the government.

b. Violations of the promotion program can have a serious impact on personnel management that goes far beyond the individual cases involved. Proper personnel actions are essential to assure the activity is being staffed by the best qualified persons available and that all employees are receiving fair consideration. Thus, management officials have a special responsibility to ensure violations do not occur either by error or design. Violation of Merit System Principles is a prohibited personnel practice as defined in 5 USC 2302 and may form the basis for an adverse action.

6-2. Types of Promotion Violations. a. **Procedural.** A procedural violation occurs when a promotion action does not conform to the requirements of this merit promotion and placement plan. Procedural violations may include:

- (1) Failure to consider an employee entitled to consideration.
- (2) Selection of an employee not in the best qualified group.
- (3) Failure to give the required weight to an evaluation factor prescribed in the plan.

b. **Regulatory.** A regulatory violation occurs when the promoted employee did not meet legal requirements or regulatory requirements at the time of promotion. Regulatory violations may include:

- (1) Failure to meet time-in-grade requirements.
- (2) Failure to meet qualification requirements.

c. **Program.** A program violation occurs when the promotion plan does not conform to higher headquarters mandatory requirements. Program violations may include:

- (1) Use of inappropriate evaluation methods.

(2) Establishment of inappropriate minimum areas of consideration.

(3) Failure to consult employees and employee organizations when required.

6-3. Actions Involving Promotion Decisions in Progress. When any procedural, regulatory, or program violation is discovered while an action is in progress before commitment, the Civilian Personnel Office will immediately suspend the action and determine the actions necessary to correct the violation.

a. If the violation can be corrected, the correction will be made and the action will resume.

b. If the violation cannot be corrected, the action will be canceled and a new action will be initiated.

c. If commitment has already been made to an erroneously selected employee, paragraphs 6-4 and 6-5, will apply.

6-4. Actions Involving Erroneously Promoted Employees.

a. Retention in position. The general rule is that an erroneously promoted employee may be retained in the position only if the promotion action can be corrected to conform essentially to all requirements as of the date the action was taken. However, corrective action decisions must be tempered by all the facts surrounding the violation. Under some conditions, it may be permissible to retain the employee in the position even when the general rule does not apply.

(1) In the case of a procedural violation, employees may be retained in the position only if reconstruction of the promotion action shows that they could have been selected had the proper procedures been followed at the time the action was taken or the OPM office with jurisdiction gives approval.

(2) In the case of a regulatory violation, employees may be retained in the position only if they now meet the necessary qualifications or regulatory requirements and the OPM office with jurisdiction gives approval.

(3) In the case of a program violation, the employee generally may be retained in the position if there is no accompanying procedural or regulatory violation. OPM must be notified of the program correction made.

b. If employees are not retained in the position, they must be returned to their former position or placed in another position for which they are qualified. If the latter position is in a higher grade than the position they were in before the erroneous promotion, the position change is made under competitive promotion procedures as though the employee were still serving at the grade from which erroneously promoted.

6-5. Actions Involving Nonselected Employees. a. If the action taken to correct the erroneous promotion was to require the position be vacated, an employee who was not promoted or given proper consideration because of the violation (i.e. an employee in the best qualified group who was not selected or an employee who should have been in this group but was not) may be considered for promotion to the vacated position before candidates are considered under a new promotion or other placement action.

b. If the action did not include vacating the position, an employee who was not promoted or given proper consideration because of the violation may be given priority consideration under a new promotion or other placement action.

6-6. Actions Involving Misclassification of a Position. a. Employees may submit an appeal of their official position classification at any time. The appeal must be in writing and contain the reasons why the employee believes the position is erroneously classified or should be exempt or nonexempt under the Fair Labor Standards Act (FLSA).

b. Employees may not appeal the classification of any position to which they are not assigned by an official personnel action.

c. The following issues are not appealable as misclassifications:

(1) The accuracy of the official job description including the inclusion or exclusion of specific major duties. (When the accuracy of the official job description is questioned by employees, the employees will be directed to review the matter with their supervisor. If management and the employee cannot resolve their differences informally, the accuracy of the job description will be reviewed per administrative or negotiated grievance procedures).

(2) An assignment or detail out of the scope of normally performed duties as outlined in the official job description.

(3) The accuracy, consistency, or use of supplemental classification guides.

(4) The title of the position, unless a specific title is authorized in a published classification standard or guide, or the title reflects a qualification requirement or authorized area of specialization.

(5) The class, grade, or pay system of a position to which the employee is detailed or promoted on a temporary basis.

d. Classifications may be appealed only on the basis of standards, not based on position-to-position comparisons. The accuracy of the grade level criteria contained in official standards or classification guides is not subject to appeal.

e. The effective date of any classification or reclassification action will normally be the beginning of the first pay period following the date the authorized official signs the allocation of the position.


(1) If the classification action requires a personnel action which will result in a loss of grade or pay to the occupant of the position, the agency must provide written notice to the employee prior to taking the personnel action.


(2) Classification actions may not be made retroactive unless the employee had been wrongfully demoted. (See 5 CFR 511.703)

6-7. Actions Involving Failure to Take a Required Personnel Action. a. Failure of supervisory or management personnel to take a required personnel action may constitute an unjustified or unwarranted personnel action under 5 CFR 550.803 and shall be corrected promptly when discovered.

b. Supervisors and employees are each responsible for reporting any known or suspected failure to take a required personnel action.

c. An employee is entitled to back pay only if the requirements of 5 CFR 550.804 and 5 USC 5596 are met.


LON E. MAGGART
Major General, USA
Commanding


ARTHUR D. COX, JR.
President, AFGE Local 2302

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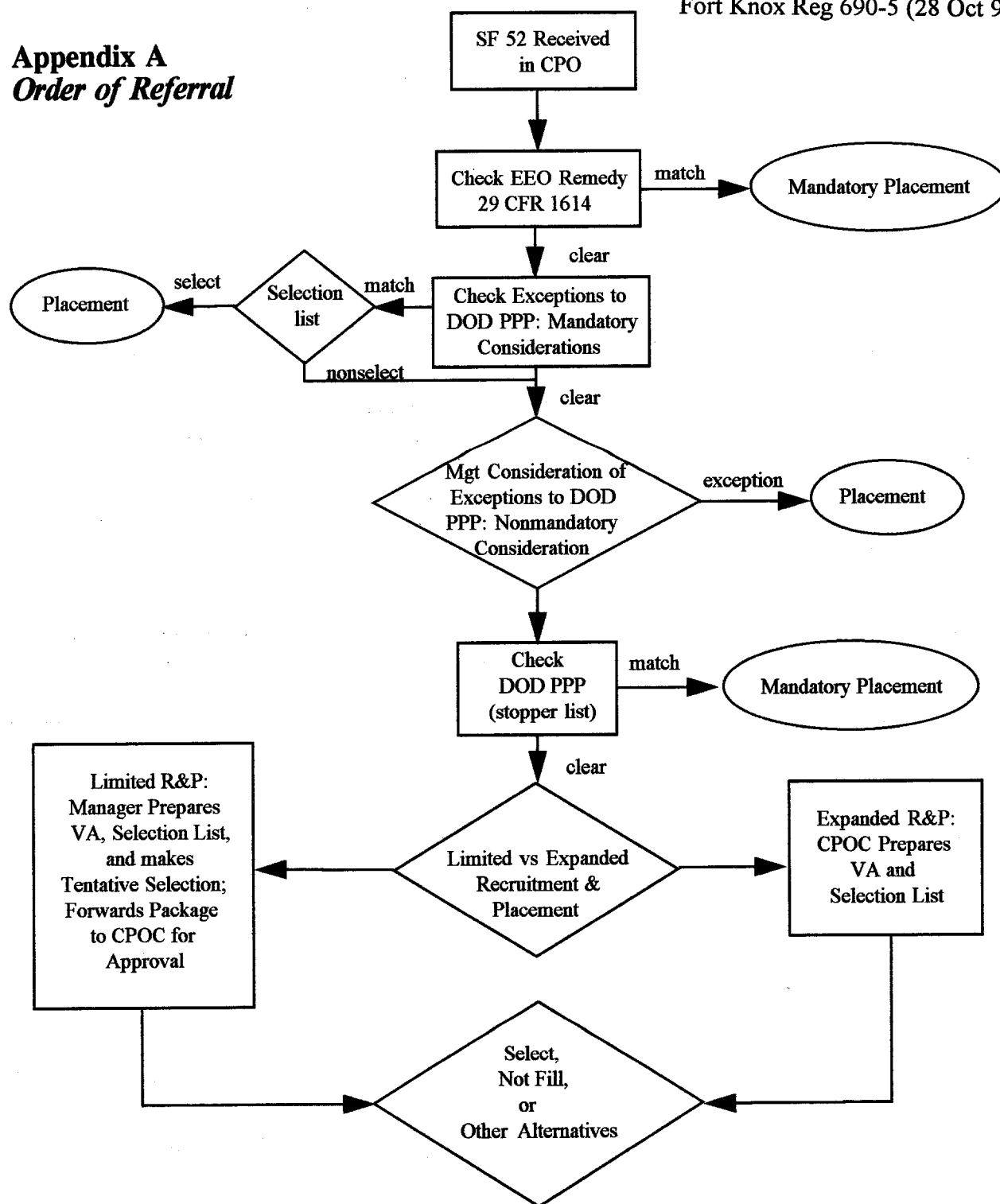
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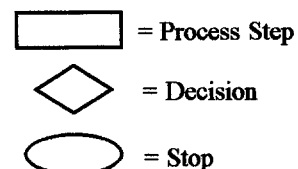
1 - Each Civilian Employee

1 - Ea Supervisor of Civilian Employees

Appendix A Order of Referral



Indicates normal order of referral; however, does not preclude consideration or selection of a person entitled to a higher order of consideration by law or government-wide rule or regulation.



Appendix B

Abbreviations, Acronyms, and Glossary

Abbreviations and Acronyms:

Note: Abbreviations and acronyms followed by an asterisk are also defined in the Glossary.

AEP	Affirmative Employment Program *
CFR	Code of Federal Regulations *
CG	Commanding General
CIPMS	Civilian Intelligence Personnel Management System *
CPAC	Civilian Personnel Advisory Center *
CPO	Civilian Personnel Office
CPOC	Civilian Personnel Operations Center *
DA	Department of the Army
DENTAC	U.S. Army Dental Activities
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
FLSA	Fair Labor Standards Act *
FT	Full Time *
KSA	Knowledges, Skills, and Abilities *
MACOM	Major Army Command
MEDDAC	U.S. Army Medical Department Activities
MPP	Merit Promotion and Placement
NAF	Nonappropriated Fund *

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OPF	Official Personnel File *
OPM	Office of Personnel Management *
PT	Part Time *
RIF	Reduction in Force *
SF-52	Standard Form 52 *
SQS	Supplemental Qualifications Statement *
TDY	Temporary Duty
USAARMC	United States Army Armor Center
USAARMS	United States Army Armor School
USAREC	United States Army Recruiting Command
USC	United States Code *
VRA	Veterans Readjustment Authority

Glossary:

Affirmative Employment Plan (AEP) - A tool to achieve equal employment opportunity. A program of self-analysis, problem identification, data collection, policy statements, reporting systems, and elimination of discriminatory policies and practices, past and present. (DoD 1440.1)

Area of Consideration - The type and source of individuals that will be considered for a particular vacancy. The type could be "permanent employees," or it could be "term employees," or maybe "employees covered by an Interchange Agreement," etc. The source could be "current civilian employees serviced by the Fort Knox CPO," or it might also include "transfer eligibles" (i.e. other Federal employees), or it might include "reinstatement eligibles," etc. There are many different options a selecting official can choose in determining the area of consideration, and the area could be different for each vacancy (See also paragraph 3-3 of this regulation).

Career Tenure - Permanent civil service employees who have been continuously employed for 3 or more years are generally considered to have "Career" tenure. This tenure gives employees more placement options in formal reductions in force and if the employee leaves Federal service, they take with them a lifetime ability to be rehired at any time in the future without having to compete for jobs with non-Federal applicants.

Career-Conditional Tenure - Generally, when individuals are first hired into permanent civil service jobs, they start their service with "Career-Conditional" tenure. This means they are on a lower rung of seniority status and if they leave Federal service, they can only be rehired (without competing for jobs) for 3 years after the date they left. Career-Conditional tenure lasts for 3 years, after which time employees gain "Career" status as described above.

Civilian Intelligence Personnel Management System (CIPMS) - A separate set of personnel rules that governs employees engaged in security and intelligence work. These employees have "excepted service" appointments as defined below.

Classified Position - A position for which an official position description has been established. This means the duties have been written and recorded on DA Form 374, and the type/level of work "classified" as to its pay plan, series, grade, and job title.

Code of Federal Regulations (CFR) - Implementing instructions of the Federal law that set civilian personnel rules and requirements.

Competitive Procedures - When a job is being filled and "competitive procedures" are used, this means that all candidates within the defined area of consideration must be given an opportunity to compete for the job against any other candidates within the defined area. The job must be advertised in an adequate manner so that eligible candidates within the area know about the vacancy, its duties and requirements, and are given instructions on how to apply.

Competitive Service - There are two basic types of service within the Federal government. These are "competitive" service and "excepted" service. Competitive service employees represent the majority of Federal employees; they are covered by a system of laws governing

how they are hired, paid, and fired, and how all other personnel actions are taken. Excepted service employees are special groups that may have different rules for different aspects of their Federal status (e.g. how they are hired, promoted, fired, etc.). Excepted service groups are defined by special lines of work (i.e. intelligence/ security employees, attorneys, etc.) or by special status at the time of hiring (i.e. they are disabled veterans, severely handicapped individuals, located in overseas areas, etc.). There are many different types of excepted service groups; too numerous to cover in this explanation. The main point to remember is that competitive service employees are covered by all the laws, rules, benefits and protection of the civil service system; excepted service employees are also covered by some (but rarely all) of these rules or have "interchange" agreements allowing movement between the excepted and competitive service, but also have their own special set of rules covering different aspects of employment.

Competitive Status - An employee hired in the competitive service (defined above) has competitive status. This means that all competitive service rules apply to them, and all aspects of their employment count towards other competitive service jobs. For example, an employee who held a higher grade under a competitive status job can be repromoted to this grade without ever competing again. In contrast, since excepted status jobs have different rules and competition requirements, grade levels held in the excepted service do not allow the same repromotion eligibility.

Civilian Personnel Advisory Center (CPAC) - After regionalization of CPO assets, the CPAC will be the residual on-site personnel office responsible for providing *advisory* services to customers.

Civilian Personnel Operations Center (CPOC) - After regionalization of CPOs, the CPOC will be the regional personnel office responsible for processing personnel actions, completing recruitment actions for vacancies, maintaining personnel records, and performing other similar services. Within the Army, there will be 10 such centers. Fort Knox will receive services from the CPOC located in Huntsville, Alabama.

Crediting Plan - A documented summary of the candidate evaluation methods that will be used to rate applicants for a specific job.

Detail - A temporary assignment of an employee to a set of duties or another position that is different from the one to which they are officially assigned. Detail assignments are made without changing an employee's rate of pay or official position assignment (i.e. pay plan, series, grade, and job title).

Electronic Mail (E-mail) - Computer software that allows employees to send messages (or "mail") through the computer to other employees linked to the same or a compatible system.

Employee Record File - A record maintained by supervisors that documents official personnel action information on employees assigned to them.

Excepted Appointment - An appointment to a Federal position that is not covered by competitive service rules. (See definition of Competitive Appointment).

“Expanded” Recruitment - One of the competitive recruitment methods that may be used to refer and consider candidates for merit promotion. This is a locally developed term; the procedures are explained in chapter 3 of this regulation.

Fair Labor Standards Act (FLSA) - A Federal law that specifies pay requirements for certain employees. It explains situations in which overtime compensation is required for hours worked. Each position is designated as either exempt or nonexempt from the provisions of the FLSA.

Full-Time - A work schedule that consists of 40 hours per week or 80 hours per pay period.

Interchange Agreements - These are formal agreements that document the relationship between excepted and competitive service positions, or between NAF and appropriated fund positions. Since NAF and excepted service employees are not automatically covered by competitive service laws and regulations, Interchange Agreements are necessary to explain how these types of employees can compete for competitive service positions and how their federal benefits, service time, etc. can transfer to the other system.

Intermittent - A work schedule that is not pre-arranged. The employee is called in to work on an as needed basis and is paid only for those hours that are worked.

Job Reengineering - The process of reviewing a specific job to determine if changes can be made to facilitate the recruitment process. This usually involves establishing position requirements for levels below the full performance job, and allowing recruitment at this lower level. After assignment, the employee would then be expected to gradually progress (and be promoted) to the full performance job.

Knowledge, Skills, and Abilities (KSA) - One aspect of job analysis that is used to determine how candidates will be evaluated against job requirements is to identify the KSAs needed to successfully perform the tasks, duties, or responsibilities of the position.

“Limited” Recruitment - One of the competitive recruitment methods that may be used to refer and consider candidates for vacancies. This is a locally developed term. The procedures are explained in chapter 3 of this regulation.

Mandatory Placement/Consideration Actions - Under recruitment rules, some candidates have what are called “mandatory placement” rights to a position. This means that, if they meet qualification requirements for a vacancy, they must be placed in that position. Mandatory placement rights are normally only afforded to employees who are excess or facing immediate separation. Mandatory Consideration, on the other hand, means that candidates must be considered for specific kinds of vacancies, but do not have to be selected. This type of consideration may be granted to employees who have been demoted through RIF or have experienced other adverse situations that entitles them to this type of consideration.

Mandatory Repromotion - Employees who have been demoted through no fault of their own, who are receiving retained grade or pay benefits, are considered mandatory repromotion candidates. These employees must be considered for vacancies which would repromote them

back to the position for which they are receiving retained grade/pay. Note that to be eligible for mandatory repromotion consideration the candidate must be qualified, interested, and available for the vacancy.

Merit Promotion - Term used to describe a competitive promotion action.

Merit Promotion Plan (MPP) - A formal plan that describes rules and procedures to be used in considering, referring, and selecting candidates for competitive promotion actions. The plan may also include rules and procedures for noncompetitive actions and how they are used in conjunction with competitive procedures.

Minimum Area of Consideration - The smallest area of consideration (defined above) which may be used for a particular vacancy.

Nonappropriated Fund (NAF) Activity - A NAF activity is one which is funded by money generated within the program. For example, Club System employees (waiters, waitresses, bartenders, etc.) are NAF employees whose salaries are paid with money made through the sale of food, drinks, or other NAF income. NAF employees have their own set of personnel rules which are different than most civil service rules; this regulation only applies to NAF employees by describing how they can be considered for civil service vacancies.

Noncompetitive Procedures - Certain kinds of placements can be made without "open competition" and advertisement of the vacancy. These placements are normally ones to positions that employees already held or competed for, or to ones that offer no promotion potential. For example, employees who previously held a higher grade on a permanent basis in the competitive service can be repromoted to that grade without advertising or opening the vacancy to any other interested candidates; employees who want a lateral reassignment to a vacancy at their same grade or a change to lower grade to a vacancy, can also be placed noncompetitively. (See chapter 2 for a description of other types of noncompetitive actions.) To make a noncompetitive placement, a supervisor simply has to identify the employee to be placed, and submit a request to effect the action. Supervisors can also consider noncompetitive placements along with competitive promotion candidates and select from referral lists as described in chapters 2 and 3.

Office of Personnel Management (OPM) - The Federal agency that has oversight responsibility for laws related to civilian personnel programs. OPM issues implementing instructions for new laws, writes position classification standards, sets rules for recruitment programs, processes retirement applications, and performs a variety of other functions related to personnel management.

Official Personnel File (OPF) - This is the file that contains all permanent records of placements, position/salary changes, and other official records that document an employee's entire Federal career. The OPF is maintained by the Civilian Personnel Operations Center (CPOC) and is the property of the Federal government, although employees are allowed access to their OPF upon request.

Part-Time - A pre-arranged work schedule that is less than 40 hours per week.

Partners in Excellence - Activities at, or supported by, Fort Knox that do not fall under the chain of command of the installation commander. For example, the U.S. Army Recruiting Command reports directly to the Department of Army rather than the installation commander; however, they are physically located at Fort Knox and receive personnel, procurement, military police, building maintenance, and other types of support from installation assets.

Permanent Employee - A permanent employee is one whose appointment has no time limitation. This refers to the employee's status rather than the status of their position. For example, a permanent employee could be assigned to a position that is not authorized on the Table of Distribution and Allowances (TDA), or could be temporarily promoted or assigned to another position; however, this position assignment has nothing to do with their personal status. If the employee's most recent appointment to Federal service is permanent (i.e., has no expiration date) the employee is considered to be permanent and can only be separated from Federal service through formal adverse action or RIF procedures.

Priority Consideration - Employees or applicants who are given priority consideration for vacancies are entitled to be considered before any other applicants or candidates. Normally, this does not mean the employee/applicant must be selected for the vacancy; however, they must be considered before any other candidates are referred. For example, an employee who was denied consideration for a previous referral (e.g., they were improperly rated not qualified or through error were not referred when they should have been) would be considered for vacancies for which they lost consideration, before any type of competitive or noncompetitive referral can be issued. If the supervisor decides that selection from this priority source is not adequate, he/she can usually elect to proceed on to other sources.

Reinstatement Eligible - An individual who previously served on a permanent appointment (in the competitive service) with the Federal government has reinstatement eligibility if they: (1) were a Career-Conditional employee who left Federal service within the past 3 years; (2) were a Career employee who left Federal service at any time in the past; or (3) were a Career-Conditional employee with veterans preference who left Federal service at any time in the past. Reinstatement eligibles can be re-appointed to Federal service without competing with other non-Federal candidates.

Reduction In Force (RIF) - The formal process of eliminating civilian employees/positions within the Federal government. When RIF procedures are used, employees are given written notice of assignment rights (or separation) at least 60 days before the effective date of the RIF actions. Formal RIFs require prior approval or notification to the Department of Army and sometimes also require congressional notification; this is a lengthy process that is used only when internal or voluntary placement options cannot produce the needed reductions in personnel.

Selecting Official - The person who has authority to make and approve selections for vacant positions.

Standard Form 52 (SF-52) - The "Request for Personnel Action" that is submitted by a supervisor or employee to initiate any type of personnel action. For example, a supervisor submits an SF-52 to request recruitment for a vacancy, audit/evaluation of the classification of

a position, or other actions; an employee submits an SF-52 to request a change in home address, or resignation, or other employee-initiated actions. The SF-52 is the form that starts the process of completing an official Personnel Action by the CPOC.

Special Consideration for Repromotion - Employees who are "mandatory repromotion" eligibles are given special consideration for vacancies that would repromote them above their current grade, up to the grade from which demoted. Mandatory repromotions candidates are referred before any type of noncompetitive or competitive referral list is issued. Selecting officials can choose to not select mandatory repromotion candidates, but must consider them before getting other referrals.

Supplemental Qualifications Statement (SQS) - A portion of an employee's application that documents their qualifications and directly related experience for a particular vacancy. (See chapter 3 for a description of use.)

Stopper List - The Stopper List is another name for DOD's Priority Placement Program. It is an automated system that is used for matching excess employees (and other types of priority consideration employees) against vacant positions. Employees registered on the Stopper List are usually ones who are facing RIF separation at a DOD installation; they can be registered for up to five different occupations at their same or other DOD installations. When filling a vacant position, all DOD activities must first enter the vacancy in the automated Stopper List program and submit this information to a national processing center where the vacancy is matched against any available employees registered in the system for that specific job and location. When a Stopper List match is found, this prohibits or restricts other recruitment options. Sometimes a Stopper match means the job must be given to the candidate matched; other times, a Stopper match means that the vacancy can only be filled with specific types of candidates that are designated as exceptions.

Target Grade - When used in describing developmental positions, the "target grade" is the highest grade to which the employee will develop. For example, for a position that is GS-5 developmental to GS-9, GS-9 is the target grade. However, when this term is used to describe a mandatory repromotion candidate, the target grade would be the grade from which demoted (for which retained grade/pay benefits are still being received).

Temporary Duty (TDY) - A temporary assignment (for work or training) of an employee at a location that is away from their permanent duty station/location.

Tenure - An employee's tenure defines their status and to some degree their seniority for retention in Federal service. The main types of tenure are Career, Career-Conditional, Term and Temporary; these terms are defined in the glossary.

Temporary Employees - Temporary employees are hired for a specific period of time not to exceed 1 year. In some cases, temporary employees can be extended for 1 additional year; however, 2 years is the maximum amount of time they can remain appointed to a position. Temporary employees are not covered by the provisions of this regulation and cannot apply for jobs through the methods described herein.

Temporary Promotion - A promotion action that has a set ending date of 1 year or less. Employees on temporary promotions to other positions are returned to their original position at the end of the temporary promotion period. Temporary and term promotions (described below) are usually both referred to as "time-limited" promotions.

Term Employees - Term employees are hired for a specific period of time that is more than 1 year, but no more than 4 years. Term employees are covered by the portions of this regulation that cover temporary or term assignment/promotions.

Term Promotion - A promotion action that has a set ending date of more than 1 year, but no more than 5 years. Employees on term promotions to other positions are returned to their original position at the end of the term promotion period. Term and temporary promotions (described above) are usually both referred to as "time-limited" promotions.

Time-in-Grade - Federal rules limit how fast a General Schedule (GS) employee can be promoted. Employees being promoted to positions that are GS-12 and above, must have served for 1 year at the next lower grade. Employees being promoted to GS-6 through GS-11 positions, must have served for 1 year at the next lower grade, or in two-grade interval series (e.g., those that progress from GS-5 to GS-7 to GS-9, etc.) must have served for 1 year in positions no more than two grades lower. Employees in grades GS-1 through GS-5 may be promoted without time limitation as long as the vacancy is no more than two grades above the lowest grade held in the past year under the latest nontemporary competitive appointment. Time-in-grade restrictions are in addition to any qualification requirements for the specific vacancy.

Time-Limited - An assignment, promotion, or appointment that has a set time limitation. Temporary or term assignments are both considered to be time-limited.

Transfer of Function - A situation where a specific activity or type of work is transferred to another location outside of the RIF competitive area. To be considered a true Transfer of Function (TOF), the work must cease to exist in one area and be moved to another area where that work was not already being done. Employees affected by a TOF have certain placement rights to include registration on the Stopper List.

Unclassified Position - A job whose duties have not yet been evaluated in terms of pay plan (GS, WG, etc.), series, grade, and title (i.e., an official position description has not yet been completed).

United States Code (USC) - A document that contains Federal laws as prescribed by Congress. Within the civilian personnel system, Title 5 of the USC prescribes most of the laws that affect civil service employment and employees.

Valid Offer - This term can have different meanings depending on the specific circumstances in which it is used. For mandatory repromotion candidates, a valid offer would be a permanent vacancy that would restore the employee to the grade level for which they are receiving retained grade/pay benefits. When used in other circumstances, a valid offer is generally one given to an employee that would satisfy the conditions of their priority consideration status.

Voluntary Repromotion - Employees eligible for voluntary repromotion are ones who previously held a higher grade (or held a developmental position with a target grade higher than their current grade), on a permanent basis in the competitive service, provided they were not separated or demoted from that position for performance or conduct reasons. Unlike mandatory repromotion candidates, voluntary repromotion eligibles are NOT receiving any type of retained grade or pay benefits. Voluntary repromotion eligibles can be noncompetitively repromoted to the highest grade previously held; if the job they held was developmental, they can be noncompetitively repromoted to the target grade even if they never reached that target level.

Appendix C
Forms

LIMITED VACANCY ANNOUNCEMENT
FK Form 5021-E

LIMITED VACANCY ANNOUNCEMENT

For use of this form, see Fort Knox Reg 690-5

VACANCY: _____ **NUMBER OF VACANCIES:** _____
(Pay Plan, Series, and Grade)

(Job Title)

TENURE: _____ **NTE DATE:** _____
(Permanent/Term/Temporary) *(Not to Exceed Date if Temporary or Term)*

NOTE: Positions filled on a Term or Temporary basis may later be converted to permanent without further competition.

WORK SCHEDULE: _____
(Full-time/Part-time/Intermittent)

OPENING DATE: _____ **CLOSING DATE:** _____

SPECIAL REQUIREMENTS: _____

(List requirements for shift work, extensive TDY, security clearance, physical requirements (e.g., lifting weight, extensive standing, etc.), or other unique considerations)

LOCATION: _____
(Section, Branch, Division, or Organization)

AREA OF CONSIDERATION: _____
(Section, Branch, Division, or Organization)

MAJOR DUTIES/FUNCTIONS: _____

SELECTING SUPERVISOR: _____
(Name, Title)

POINT OF CONTACT: _____
(Name and phone number of person to contact for additional information)

WHERE TO APPLY: _____
(Electronic mail address and/or building number, room number, and name of person accepting hard-copy applications)

APPLICATION FOR COMPETITIVE OR NONCOMPETITIVE PLACEMENT **FK Form 5020-E (Front)**

APPLICATION FOR COMPETITIVE OR NONCOMPETITIVE PLACEMENT <small>For use of this form, see Fort Knox Reg 690-5</small>	
DATA REQUIRED BY THE PRIVACY ACT OF 1974	
<small>AUTHORITY: Title 44, U. S. Code, Section 3101. PRINCIPAL PURPOSE(S): To provide systematic and equitable procedures and methods for consideration, evaluation, ranking and referral for promotions, and related competitive placement actions. ROUTINE USES: a. Make application for in-service placement. b. Rate and rank qualifications (experience, training, performance, awards, etc.). c. Qualifications summary for use in selection process. DISCLOSURE: Mandatory. Failure to provide information will preclude consideration under the merit promotion and related placement plan.</small>	
1. NAME (Last, first, middle): _____	2. SSN: _____
3. VACANCY FOR WHICH APPLYING: _____ <small>(Announcement number, if applicable)</small> <div style="display: flex; justify-content: space-between;"> _____ <small>(Pay plan, series, and grade)</small> _____ <small>(Job title)</small> </div>	
4. CLOSING DATE: _____ <small>(Date announcement closes)</small>	5. LOCATION: _____ <small>(Section, branch, division, etc. of vacancy)</small>
6. CURRENT POSITION: _____ <div style="display: flex; justify-content: space-between;"> _____ <small>(Pay plan, series, and grade)</small> _____ <small>(Date entered position)</small> </div> <div style="display: flex; justify-content: space-between;"> _____ <small>(Job title)</small> _____ <small>(Location)</small> </div>	
7. PERMANENT POSITION (if different from current position): _____ <div style="display: flex; justify-content: space-between;"> _____ <small>(Pay plan, series, and grade)</small> _____ <small>(Date entered position)</small> </div> <div style="display: flex; justify-content: space-between;"> _____ <small>(Job title)</small> _____ <small>(Location)</small> </div>	
8. PERMANENT WORK SCHEDULE: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent	
9. TENURE: <input type="checkbox"/> Permanent Employee <input type="checkbox"/> Term Employee	
10. HIGHEST GRADE PREVIOUSLY HELD (must have been on a permanent basis in the competitive service): _____	
11. TYPE OF APPLICATION BEING MADE (list or check one): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Merit Promotion <input type="checkbox"/> Voluntary Repromotion </div> <div> <input type="checkbox"/> Mandatory Repromotion (Enter retained pay plan, grade, and date demoted) _____ <input type="checkbox"/> Lateral Reassignment <input type="checkbox"/> Change to Lower Grade </div> </div>	
12. PREVIOUS POSITIONS HELD (if related to position being filled): (a) _____ <small>(Pay plan, series, grade, job title, dates held (From - To))</small> (b) _____ <small>(Pay plan, series, grade, job title, dates held (From - To))</small>	
13. MOST RECENT PERFORMANCE APPRAISAL (rating level and approval date): _____	
14. AWARDS RECEIVED: _____	
<small>(continue on reverse if necessary)</small>	
15. OTHER INFORMATION (education, training, and experience which is pertinent to this position): _____ _____ _____ _____ <div style="text-align: right;"><small>(continue on reverse if necessary)</small></div>	
APPLICANT'S SIGNATURE <small>(not required if application is submitted electronically)</small> _____	DATE _____
16. SUPERVISORY APPROVAL <small>(Only required if application is being made for <u>TEMPORARY</u> or <u>TERM</u> lateral reassignment, or if within 180 days of assignment to a hard-to-fill job.)</small> <div style="display: flex; justify-content: space-between;"> <div> SUPERVISOR'S SIGNATURE _____ <small>Note: Supervisor's signature indicates concurrence with employee's request.</small> </div> <div> DATE _____ </div> </div>	

FK FORM 5020-E, NOV 96

APPLICATION FOR COMPETITIVE OR NONCOMPETITIVE PLACEMENT FK Form 5020-E (Back)

Cont.

INSTRUCTIONS FOR COMPLETING APPLICATION

1. Use this form for "Limited" or "Expanded" vacancy announcements. Also use it to apply under noncompetitive procedures for lateral reassignment, change to lower grade, voluntary repromotion, or mandatory repromotion. When used under noncompetitive procedures, a specific announcement number is required.
2. Under "Limited" procedures, the form is not mandatory. Applications may be submitted electronically or typed/handwritten; employees should follow procedures listed on the announcement. If this specific form is not used, your application should contain the same information as shown on the form.
3. Under "Expanded" procedures, this form is mandatory.
4. Items requested on the form are explained below:
 1. NAME: Self-explanatory.
 2. SSN: Self-explanatory.
 3. VACANCY FOR WHICH APPLYING: Enter the announcement number if this is an "expanded" announcement; note that "limited" announcements do not have numbers. Also enter the pay plan, series, grade, and job title of the vacancy, as shown on the announcement.
 4. CLOSING DATE: Same date as shown on announcement, if applicable.
 5. LOCATION: Same information shown on announcement, if applicable.
 6. CURRENT POSITION: The pay plan, series, grade, and job title of the position you are currently performing. This may be your permanent/regular job or it may be a temporary promotion, detail, or other position to which officially assigned. The "Date entered position" is the date you were officially assigned to your current pay plan, series, grade, and job title. Location is the name of the section, branch, division, etc., where your position is located.
 7. PERMANENT POSITION: Enter the position in which you are permanently assigned; this information is needed only if you are currently on a temporary assignment to a different position or organization as shown in "Current Position" information. The "Date entered position" is the date you were officially assigned to your permanent pay plan, series, grade, and job title.
 8. PERMANENT WORK SCHEDULE: Check the block that shows your permanent work schedule.
 9. TENURE: Check the block that shows your status/tenure (Permanent or Term Employee).
 10. HIGHEST GRADE PREVIOUSLY HELD: If you previously held a higher grade (on a permanent basis in the competitive service) than the grade you now hold (on a permanent basis), enter this information. Also, if you previously held a permanent position that was developmental to a higher grade, even though you never reached the target grade of the position, enter the grade held followed by the words "developmental to" and the target grade of the position. This is used to determine if you are eligible for noncompetitive repromotion to the vacancy.
 11. TYPE OF APPLICATION BEING MADE: Check one item. For Mandatory Repromotion applicants, enter the pay plan and grade for which you are still receiving retained pay or grade benefits; also enter the date demoted from this grade.
 12. PREVIOUS POSITIONS HELD: This information is optional. If you have additional experience in other jobs that you feel is important to your consideration for this vacancy, you may enter the information here. Note that any information you enter should be substantiated by documents in your Official Personnel File (OPF). If the experience is not from Federal civilian positions, and it is not in your OPF, you should submit an SF-172 or comparable document directly to the CPO to update your OPF.
 13. MOST RECENT PERFORMANCE APPRAISAL: The rating level (e.g., Level 1, 2, etc.) and date signed by the approving official.
 14. AWARDS RECEIVED: Enter the type and date of any awards you received that you feel are important to your consideration for this vacancy.
 15. OTHER INFORMATION: Additional experience or education/training may be entered here, if you feel this information is appropriate. Once again, this information should be substantiated by documents in your OPF; if it is not in your OPF, submit an update to add it. Experience that is not from a Federal civilian position should include the dates you occupied the position and hours worked per week.
- SIGNATURE: Your signature. If the announcement is for a "limited" vacancy, and electronic submission is being made, a signature is not required.
- DATE: Date of signature and submission.
16. SUPERVISORY APPROVAL: Your supervisor's signature and approval are required ONLY when you are applying for lateral reassignment to temporary or term positions or if within 180 days of assignment to a hard-to-fill job.
17. SPECIAL INFORMATION: The information you supply with this application will be used to make a tentative determination on your qualifications for the vacant position. If you are selected for this position, all information supplied will be verified against your OPF to ensure that pertinent information is documented in the OPF. It is very important that your OPF contain the same information supplied on this application.
18. HOW TO APPLY: (a) If you are applying under a "limited" vacancy announcement within your organization, and desire to be considered for merit promotion, voluntary repromotion, change to lower grade, or lateral reassignment, submit FK FORM 5020-E to the person and location shown on the announcement. (b) If you are applying under an "expanded" vacancy announcement, and desire to be considered for merit promotion, voluntary repromotion, change to lower grade, or lateral reassignment, submit FK FORM 5020-E to the CPAC. (c) If you are applying for mandatory repromotion under noncompetitive procedures, not in response to any specific announcement, submit FK FORM 5020-E to the CPOC.

EXPANDED VACANCY ANNOUNCEMENT

POSITION: Personnel Clerk (OA), GS-0203-04

ANNOUNCEMENT NUMBER: 96-0111

LOCATION: Civilian Personnel Office

OPENING DATE: 1 June 1996

TENURE: Full-time, Temporary (NTE 1 year)

CLOSING DATE: 15 June 1996

GENERAL INFORMATION: Expanded vacancy announcements are used to announce permanent or time-limited vacancies to civilians in the area of consideration.

AREA OF CONSIDERATION: The minimum area of consideration for this position will be all permanent and term employees receiving civilian personnel services from the Fort Knox CPO and all other Department of the Army (DA) career or career-conditional civilian employees. When applicable, concurrent consideration may be given to one or more other categories of eligibles from a wide variety of sources (e.g. other DOD or Federal employees working at Fort Knox, reinstatement eligibles, etc.).

SPECIAL NOTES: Direct Deposit/Electronic Funds Transfer (DD/EFT) is the standard method of payment within DOD for pay of personnel. As a condition of employment, selectee will be required to participate in DD/EFT. A waiver may be requested to alleviate financial hardship. 2. Relocation expenses will not be paid. Relocation services under DA Relocation Services for Employees (DARSE) will not be provided. 3. Both temporary and permanent personnel actions may be taken based on this notice within 120 days of the closing date. When a position is filled competitively, temporary limitations may be removed at a later date without further competition provided all regulatory requirements are met. 4. As a condition of employment you are required to ... (list any special conditions such as possession of a license or certification) 5. List any special background/security investigations required. 6. List any physical requirements, shift work, or extensive travel.

DUTIES: Serves as Personnel Clerk within the Civilian Personnel Office. Receives visitors, answers or refers telephone calls, types correspondence, and performs a variety of clerical office support functions. Logs and processes Requests for Personnel Action and maintains automated databases of CPO actions. Performs other duties in support of team members providing civilian personnel management advisory services.

QUALIFICATION REQUIREMENTS FOR MINIMUM ELIGIBILITY: Due to the length of the Qualification Standards Handbook for Positions in the General Schedule, it cannot be printed in its entirety. The following summarizes the qualification standard for this position found in the handbook. You may review this handbook in its entirety by visiting your local Civilian Personnel Advisory Center (CPAC). To qualify, applicants must have at least 1 year of progressively responsible office, general, clerical or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position being filled. Applicants must also be able to type at least 40 words per minute.

TIME-IN-GRADE REQUIREMENTS: Generally, an employee may be advanced to this position if he/she served in a position no more than 2 grades below the GS-4 level within the preceding 52 weeks on a nontemporary appointment.

HOW TO APPLY: Complete FK Form 5020-E and the attached Supplemental Qualification Statement (SQS). Specific instructions are contained in the SQS. Interested DA applicants assigned to organizations NOT serviced by the Fort Knox Civilian Personnel Advisory Center may apply by submitting: (1) an SF-171, OF-612, or resume; (2) a copy of latest performance appraisal; (3) a copy of SF-50 showing status and grade; and (4) the attached SQS.

WHERE TO APPLY: Applications must be received in the Civilian Personnel Advisory Center on or before the closing date shown above. Applications should be sent to the following address: Civilian Personnel Advisory Center; ATTN: ATZK-CP; Fort Knox, KY 40121-5000

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will be considered on a fair and equitable basis without regard to race, religion, color, lawful political affiliations, marital status, sex, age, or national origin.

DISTRIBUTION: 1 Each Bulletin Board

Post on Bulletin Board to ensure access to all civil service employees

SUPPLEMENTAL QUALIFICATIONS STATEMENT (SQS)

FK Form 5023-E

SUPPLEMENTAL QUALIFICATIONS STATEMENT (SQS)																																											
For use of this form, see Fort Knox Reg 690-5																																											
DATA REQUIRED BY THE PRIVACY ACT OF 1974 AUTHORITY: Title 44, U. S. Code, Section 3101. PRINCIPAL PURPOSE(S): To provide systematic and equitable procedures and methods for consideration, evaluation, ranking and referral for promotions, and related competitive placement actions. ROUTINE USES: a. Make application for in-service placement. b. Rate and rank qualifications (experience, training, performance, awards, etc.). c. Qualifications summary for use in selection process. DISCLOSURE: Mandatory. Failure to provide information will preclude consideration under the merit promotion and related placement plan.																																											
VACANCY: _____ LOCATION: _____	ANNOUNCEMENT NUMBER: _____																																										
APPLICANT'S NAME: _____ ORGANIZATION: _____	SSN: _____ OFFICE PHONE NO: _____																																										
PART I: Please review the Qualification Requirements for minimum eligibility in the announcement before responding to the following (circle the response that is true of you and complete any additional information required): A. EDUCATION AND/OR EXPERIENCE: I have 1 year of specialized experience as described in the announcement as follows: From (Yr/Mo) _____ To (Yr/Mo) _____ B. OTHER (circle and/or fill in the required information): (1) As described in the announcement, I satisfy the time-in-grade requirements based on previous Federal service in: Pay Plan-Grade _____ From (Yr/Mo) _____ To (Yr/Mo) _____ (2) The highest permanent grade that I have ever held in the competitive service is: _____ C. ADDITIONAL REQUIREMENTS (a "NO" answer to any of the following questions means you are NOT qualified for this position): <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No																																		
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PART II: For each Task in the following group, circle the level description from the list below that best describes your experience, education, and/or training. DESCRIPTIONS OF EXPERIENCE, EDUCATION, AND/OR TRAINING LEVELS: 1 - I have not had experience, education, and/or training in performing this task. 2 - I have had education or training in performing this task, but have not yet performed it on the job. 3 - I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with prior procedures. 4 - I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee. 5 - I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise. (Please circle the number of the most accurate level as it applies to your Experience, Education, and/or Training to perform each task.)																																											
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>LEVEL</th> <th>TASKS:</th> </tr> </thead> <tbody> <tr><td>1</td><td>1.</td></tr> <tr><td>2</td><td>2.</td></tr> <tr><td>3</td><td>3.</td></tr> <tr><td>4</td><td>4.</td></tr> <tr><td>5</td><td>5.</td></tr> <tr><td>1</td><td>6.</td></tr> <tr><td>2</td><td>7.</td></tr> <tr><td>3</td><td>8.</td></tr> <tr><td>4</td><td>9.</td></tr> <tr><td>5</td><td>10.</td></tr> <tr><td>1</td><td>11.</td></tr> <tr><td>2</td><td>12.</td></tr> <tr><td>3</td><td>13.</td></tr> <tr><td>4</td><td>14.</td></tr> <tr><td>5</td><td>15.</td></tr> <tr><td>1</td><td>16.</td></tr> <tr><td>2</td><td>17.</td></tr> <tr><td>3</td><td>18.</td></tr> <tr><td>4</td><td>19.</td></tr> <tr><td>5</td><td>20.</td></tr> </tbody> </table>	LEVEL	TASKS:	1	1.	2	2.	3	3.	4	4.	5	5.	1	6.	2	7.	3	8.	4	9.	5	10.	1	11.	2	12.	3	13.	4	14.	5	15.	1	16.	2	17.	3	18.	4	19.	5	20.	<p>(Total the numbers circled in each column. For example, if two "1s" have been circled, the total for column 1 would be 2; if two "2s" have been circled, the total for column 2 would be 4; if three "3s" have been circled, the total for column 3 would be 9; etc.)</p> <p>COLUMN SCORE _____</p> <p>TOTAL SCORE = _____ (Add all column scores together to get the total score.)</p> <p>AVERAGE SCORE = Total Score _____ divided by number of Tasks _____ = AVERAGE SCORE _____</p> <p><small>If the Average Score is less than 2.50, you cannot be referred for this vacancy. The responses you provide to the SQS are subject to verification against information in your Official Personnel Folder (OPF) or other application forms, as appropriate. Such verification may occur after a referral list is issued, but before a supervisor's selection is confirmed. Responses that are not substantiated will not be given credit. Any exaggeration of your experience or any attempts to conceal information may result in your removal from a Federal job and/or in being barred from seeking Federal employment in the future.</small></p>
LEVEL	TASKS:																																										
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APPLICANT'S SIGNATURE: _____	DATE: _____																																										

FK FORM 5023-E, NOV 96

**DOCUMENTATION OF SELECTION
UNDER "LIMITED" RECRUITMENT METHOD**

For use of this form, see Fort Knox Reg 690-5

VACANCY: _____

(Pay Plan, Series, Grade, and Job Title)

A "Limited" vacancy announcement (copy at enclosure 1) was issued to fill the vacancy listed above.

Employees who applied for this vacancy, within the specified area of consideration, are listed at enclosure 2.

Submitted applications from these candidates are at enclosure 3.

I considered these candidates based on the following job-related criteria to determine those who were "high quality:"

I looked for candidates who indicated experience or training in the following areas:

I considered "high quality" candidates in the order specified in Fort Knox Regulation 690-5 (i.e., permanent full-time or part-time before permanent intermittent and all permanent employees before term employees).

I have selected the following candidate based on reason(s) shown:

(Name of Selectee)

**REASON(S) FOR
SELECTION:** _____

(Signature of Selecting Official)

(Date)